

Custodial, Labor and Trades Branch
Skilled Trades Series
Water Meter Repair Series

WATER METER REPAIR SUPERVISOR

12/86

CHARACTERISTICS OF THE CLASS:

Under general supervision, plans, assigns and supervises the work of personnel engaged in testing and repairing water meters; performs related duties as required

EXAMPLES OF DUTIES:

Coordinates and directs the operation of the water meter shop; performs field inspections and flow tests; maintains required stock levels of repair parts and materials; requisitions spare parts and materials; repairs and tests water meters as required; ensures adequate levels of serviceable water meters are on hand; maintains records and prepares reports.

Plans, assigns, supervises, reviews and evaluates the work of subordinate personnel; trains and develops assigned personnel; enforces personnel policies and procedures, standards of conduct and work attendance; enforces safe working practices and procedures; inspects the work of subordinate personnel.

MINIMUM QUALIFICATIONS:

Training and Experience: Completion of the tenth grade and four years experience repairing and testing water meters; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, techniques, tools and equipment used to test, troubleshoot and repair water meters; considerable knowledge of the hazards and safety precautions of the trade; good knowledge of personnel rules and regulations, standards of conduct and work attendance.

Ability to inspect, troubleshoot and repair water meters; ability to maintain a spare parts inventory and prepare requisitions; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to maintain records and prepare reports.

Skill in the use and care of tools and equipment used to repair water meters.

Physical Requirements: Mobility within a repair shop and field environment; lift and carry heavy objects (up to 50 pounds); manual dexterity in confined spaces; operation of a motor vehicle through City traffic

Licenses and Certificates: Texas Class "C" Driver's License.

Director of Personnel

Department Head